

**THE COUNCIL OF STATE GOVERNMENTS
JUSTICE CENTER**

The Council of State Governments Justice Center (CSG Justice Center) is a national nonprofit organization that provides practical, nonpartisan advice and consensus-driven strategies, informed by available evidence, to increase public safety and strengthen communities. In general, the CSG Justice Center works closely with legislative leaders, judges, prosecutors, defense attorneys, victim advocates, and others to develop consensus on various, often highly politicized, criminal justice issues and to translate this consensus into comprehensive reports, policy briefs, state and federal legislation, model policies, and innovative programs. The CSG Justice Center not only develops written and web-based materials, but also provides on-the-ground technical assistance to cross-systems policymakers and practitioners from multiple systems (corrections, mental health, housing, etc.), in state and local jurisdictions.

For more information about the Reentry Program at the CSG Justice Center, please see: <http://csgjusticecenter.org/reentry/>

Posting: Program Associate (Reentry)

Job Title: Program Associate

FLSA Status: Exempt

Department: Justice Center (Reentry)

Type of Position: Full-time, Regular

Reports To: Program Director, Reentry

Reporting to This Position: NA

Location: Bethesda, MD

JOB SUMMARY

The Program Associate will work with a small team and will report to the Reentry Program Director in the CSG Justice Center’s National Initiatives Division. This position offers responsibility and opportunity for growth to an individual seeking to advance a career in criminal justice policy. The Program Associate will work with a wide range of stakeholders focused on reentry. The Program Associate will support the work of the Program Director and Policy Analysts and be responsible for discrete aspects of different reentry projects, including technical assistance.

The Program Associate’s responsibilities generally include interacting with policymakers and practitioners to effectively deliver training and technical assistance; developing legislative and administrative policy options based on analysis of local/state criminal justice and behavioral health data; developing written products that concisely and clearly describe complex analyses and policy options to policymakers; and coordinating and participating in politically sensitive meetings with high-ranking local, state, and federal officials, advocates, and other experts across the country. The Program Associate position may also involve researching new funding opportunities, grant proposal writing, and collaborating with senior staff to develop long-range strategies to guide the CSG Justice Center’s reentry work. Program Associates are expected to be able to work quickly and proficiently in writing, analysis, and generation of presentation materials and to be developing presentation skills.

ESSENTIAL DUTIES & RESPONSIBILITIES

Specific responsibilities of the policy analyst include, but are not limited to, the following:

- Assist senior staff develop a range of written products, including policy guides, trainings, and web-based materials;
- Participate in technical assistance delivery, initially by supporting senior staff and/or consultants in coordinating, attending, and documenting site visits in jurisdictions across the country and eventually by leading technical assistance site visits;
- Monitor timelines, budgets, and deliverables to ensure that responsibilities to funders are met in assigned project areas;
- Contribute to the development of CSG Justice Center website content and strategizing with staff and technical consultant on ways of using the web to promote policy goals;
- Plan and participate in policy-focused meetings of high-ranking government officials, advocates, and national experts, initially by developing agendas, providing support for senior policy staff, and describing agreements reached and eventually by leading such meetings;
- Identify and engage new contacts in the field to serve as formal or informal project consultants or partners;
- Ensure that senior staff and, where applicable, CSG Justice Center colleagues, consultants, or funders are aware of relevant project developments and that other work in the field is leveraged for the advancement of project goals;
- Participate actively in staff discussions and strategic planning meetings;
- Develop a knowledge base in the program associate's area(s) of policy work.

SKILLS & ABILITIES

- Strong attention to detail and organizational skills
- Excellent analytical skills, research, writing, and editing skills;
- Strong oral communication skills, including the ability to effectively distill and present complex information in a concise way;
- Excellent interpersonal skills, including maturity, an ability to work independently and in a team setting, and a sense of humor;
- Efficient, organized work style and an ability to prioritize quickly and confidently and manage multiple deadlines;
- Willingness to travel, occasionally several times per month.

EXPERIENCE REQUIREMENTS

At least two years of work experience, ideally, in the field of criminal justice or policy analysis or consulting.

EDUCATION REQUIREMENTS

A college degree (required) and a graduate degree in a related field, such as law or public policy (preferred).

PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with internal and external coworkers and customers;

- Frequently views the computer to create policy briefs, memos, and presentations;
- Frequently remains in a sitting position to perform desk duties;
- Frequently uses the computer with fingers and hands;
- Frequently works in a well-lit, tempered room;
- Occasionally walks throughout office to communicate to coworkers;
- Seldom lifts objects, such as files or paper boxes, with weight up to 25 pounds.

APPLICATION INSTRUCTIONS:

Interested individuals should upload the following elements (in pdf format) to:

<https://secured.csg.org/csg/jobs>

1. Cover letter
2. Resume
3. One or two writing samples (preferably no more than three pages)
4. Names and contact information for references (at least two)

Incomplete applications will not be considered.

CSG is an Affirmative Action/Equal Employment Opportunity Employer

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